

NYC OFFICE RELOCATION CHECKLIST

A practical 6-step planning guide for commercial moves | Capital Moving & Storage

Company: _____

Target move date: _____

Origin: _____

Destination: _____

1 Site Survey & Walkthrough

- ☐ Schedule a walkthrough of both the origin and destination space
- ☐ Confirm freight elevator location, dimensions, and cab door size at both buildings
- ☐ Identify loading dock access and any restrictions at both addresses
- ☐ Ask building management (origin and destination) for their written move-in/move-out rules
- ☐ Confirm whether the building requires union labor for moving work
- ☐ Note any oversized furniture, glass partitions, or equipment that may not fit standard freight elevators
- ☐ Identify high-traffic corridors and walls that will need protection
- ☐ Confirm elevator and lobby measurements against large furniture and IT equipment

2 Custom Plan & Scheduling

- ☐ Confirm the target move date with leadership, IT, and both building managements
- ☐ Request and reserve freight elevator time — often required weeks in advance in high-rise buildings
- ☐ Confirm whether the building restricts moves to evenings, weekends, or specific hours
- ☐ Submit Certificates of Insurance (COIs) to both the origin and destination buildings
- ☐ Verify each building's specific COI requirements — required coverage limits and additional-insured language can differ by building
- ☐ Build in buffer time for elevator reservation conflicts or COI approval delays
- ☐ Decide whether the move will happen in a single phase or multiple phases
- ☐ Confirm crew size and shift coverage with the moving company
- ☐ Set a communication plan for employees, IT, and vendors

3

Packing & Preparation

- ☐ Confirm packing responsibilities — what employees pack themselves vs. what the moving crew packs
- ☐ Distribute packing supplies and labeling instructions to employees in advance
- ☐ Tag and photograph furniture, equipment, and specialty items as they are packed, logged against a work order
- ☐ Confirm floor and wall protection placement (e.g., floor runners along high-traffic routes, wall padding, corner guards) with the moving company, scoped to each building's layout
- ☐ Identify and separately flag confidential files, archives, or records requiring chain-of-custody handling
- ☐ Flag fine art, safes, lab equipment, or other high-value items requiring specialty handling
- ☐ Confirm packing and labeling plan for IT equipment separately from general office contents (see IT Relocation section below)
- ☐ Set a cutoff date for packing completion ahead of moving day

4

Move Day Execution

- ☐ Confirm on-site point of contact from Facilities/Operations for moving-day questions.
- ☐ Confirm the moving crew has the approved freight elevator window and building access credentials
- ☐ Verify property protection is installed before items start moving.
- ☐ Track item movement against work orders as items leave the origin building.
- ☐ Coordinate IT disconnects with the internal IT team or vendor before crews begin
- ☐ Confirm building security/reception at both locations is aware of the move schedule
- ☐ Keep a running punch list of any issues that surface during the move.
- ☐ Confirm crew departure time aligns with the building's approved move window to avoid overtime charges

5

Install & Reconnect

- ☐ Confirm furniture placement plan matches the destination floor plan
- ☐ Reassemble furniture and complete any carpentry needed at the destination
- ☐ Reconnect workstations, monitors, and peripherals — cables, power, and docking stations included
- ☐ Reconnect and test network room/server infrastructure before releasing the space
- ☐ Confirm MFD copiers and other shared equipment are reconnected and functional
- ☐ Run first-level function testing on reconnected equipment before the crew leaves the site
- ☐ Log final placement locations against work orders for the audit trail
- ☐ Walk the space to confirm nothing was left in transit or misplaced

6

Final Walkthrough & Sign-Off

- ☐ Walk the destination space with the moving company's project manager to confirm completion
- ☐ Resolve any outstanding punch-list items from moving day
- ☐ Confirm all tagged items are accounted for against the audit trail
- ☐ Walk the origin (vacated) space to confirm it meets the landlord's move-out condition requirements
- ☐ Confirm cabling and low-voltage equipment at the origin space has been identified, labeled, and removed if required for lease compliance
- ☐ Return keys, badges, or access credentials for the origin space per building requirements
- ☐ Confirm final sign-off with both building managements
- ☐ Archive the full job audit trail (work orders, photos, locations) for internal records

READY TO PLAN YOUR MOVE?

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